

June 14, 2013

Subject: Minutes of Site Inspection and Pre-Proposal Conference held on June 11, 2013, at U.S. Embassy, Seafront Compound for the Kitchen & Toilet Repair Services

Ref: RFP No. SRP380-13-R-0012

INTRODUCTION

The C&P and Facilities Management (FAC) representatives met the offerors at US Embassy Seafront Compound and proceeded with the site inspection at Seafront Townhouse and Staff apartment.

SITE INSPECTION

The Government representatives showed the participating offerors the areas/sites where the work will be performed. The offerors were advised that the solicitation will be discussed in detail during the pre-proposal conference.

DISCUSSION OF THE SOLICITATION PACKAGE DURING THE PRE-PROPOSAL CONFERENCE

The Contracting Officer, Ms. Nenita Whitaker, welcomed all attendees and presided over the conference, while the C&P Agent, Lina Arkoncel, discussed the details of the solicitation. The FAC were represented by Dominador Cancio and Roger Leomo. The following sections of the solicitation were highlighted:

a. Sections of the solicitation.

1. Cover Page, Standard Form (SF) 1442- The proposal due date of submission on July 3, 2013, no later than 4:00 p.m. was emphasized. No late proposals will be considered after this time.
2. Section B; Paragraphs B.1, B.3 and B.4
3. Section C- Descriptions /Specifications/Work Statement.
 - The offeror is responsible to review thoroughly the scope of work and other terms and conditions of the solicitation.
 - Paragraph C.5 Superintendence by Contractor, where the responsibility of the liaison is discussed, was emphasized.

4. Section F- Deliveries or Performance, paragraph F.8
5. Section G. Contract Administration; Paragraphs G.2 and G.2.6.
6. Section H. Special Requirements, paragraphs (H.3), (H.4), (H.12)
7. Section I – Contract Clauses
The clause FAR 52.222-50. Combating Trafficking in Persons, was emphasized.
8. Section J- List of Documents, Exhibits and Other Attachments
9. Section K- Representations, Certifications and other Statements of Offeror, must be completed and submitted.
10. Section L- Instructions/Conditions and Notices to Offerors, paragraphs (L.3),(L.4.1), (L.4.2), (L.4.3); (L.9), were discussed in detail.
11. Section M- Evaluation Factors for Award

Participating offerors were given no later than 4:00 P.M. of July 14, 2013, to submit to C&P section any questions concerning the solicitation, via fax no. (632) 548-6762.

Conclusion

The discussion concluded and attendees were thanked for their presence and expression of interests in serving the U.S. Government.